Department of Human Services
Contract Exception / One-Time Payments

The purpose of this procedure is to allow a service provider (who has, in good faith, provided services to DHS clients without a contract in place covering the services) to be paid through USSDS on an exception basis. A "fiscal issue" will be reported when payments are processed pursuant to this procedure.

PROCEDURE:

I.   The Division shall complete a Request for Contract Exception / One-Time Payment form. (See Attached.)

In the Request for Contract Exception / One-Time Payment (Request), the Division shall explain why the Contractor was allowed to provide services without a contract in place. The Division shall also provide the following additional information:

1) name of the service provider,
2) provider's tax identification number,
3) services (by service code) for which payment is requested,
4) period of time during which the non-covered services were provided, and
5) contract number of any related contract the provider may have in place with the Division or the log number of any contract in process.

The Request shall be signed and dated by an appropriate Division representative and forwarded to the Director of the DHS Bureau of Finance.

II.   After receiving the Division's Request, the Finance Director will review it to determine whether there is sufficient justification to make the requested payment.

If the Finance Director determines there is sufficient justification, the Request will be approved and forwarded to the Bureau of Contract Management (BCM).

III. After receiving the approved Request from the Department Finance Director, BCM will set up a Contract Exception Number (CEN) in USSDS for the services and time period identified in the Request. The CEN shall be the same as the provider's related contract number, if any, with the exception of the alpha character, which shall always be an "X" in CENs. If the provider has no related contract, BCM will assign a unique CEN.

BCM will send an e-mail to the Division representative who signed the Request notifying of the CEN once it has been set up in USSDS. A copy of the USSDS printout documenting the CEN and a copy of the approved Request will also be placed in the Division's contract box in BCM.

IV. The Division is responsible to enter any approvals necessary to make the payment to the provider and for opening/closing the client payment authorization lines for the time period in question.

REQUEST FOR CONTRACT EXCEPTION / ONE-TIME PAYMENT

To: **Finance Director, DHS Bureau of Finance**

From: **(Division Representative)** _____

Date: _____

The Division of _____ requests a one-time contract exception payment on behalf of the service provider identified below for the following reason(s):

1. Service Provider: _____

2. Provider's Tax ID #: _____

3. The Services (By Service Code) For Which Payment Is Requested: _____
    _____

4. The Period Of Time During Which The Services Were Provided While Not Covered By A Contract:

        Start Date: _____
        End Date: _____

5. The Contract Number Of Any Related Contract The Provider May Have In Place With The Division:

        Contract #: _____ *OR* Log #: _____ *OR* ü None

DECISION

ü APPROVE – I find there is sufficient justification to allow the requested one-time contract exception payment and ask BCM to set up a Contract Exception Number in USSDS based on the information contained in this Request.

ü DENY – I find there is insufficient justification to allow the requested one-time contract exception payment.

_____   _____
Date   DHS Finance Director